

APPROPRIATION SPENDING CLOSE UPDATE

The Agency Spending Close program is an automated R*STARS program that generates transactions that force the calculated encumbered basis budget to a zero balance. This prevents an agency from using prior year authority except for qualifying encumbrances and accounts payable. The program is scheduled to run on Friday, June 28, for the FY 95. As requested in the Tips & Techniques Vol. 2, Issue 66, issued on June 25, all agencies should set their last stage closed indicator on the 25 Agency Control Profile to '97' (with user class 81) for FY 95 ONLY to indicate that the spending close program should occur for their specific agency. If the indicator has not been changed, please do so immediately.

Those transactions that are unable to post due to errors will be located on the IT file (530 View Batch Headers Profile) under agency '090' DMB with a Batch Type 'E.' Your agency liaison will contact you to aid in the correction of the errors, if necessary.

When Capital Outlay or Work Project authority does not expire, no action is performed by the Spending Close program. However, in certain cases, a portion of the Capital Outlay or Work Project Appropriation lapses. These partial lapses are not addressed by the Spending Close program. Consequently, the partial lapses require manual recording of TC 094 and TC 093. Manual recording of the partial lapses is the responsibility of DMB Budget/OFM. If there are no partial lapses, the manual entries are not necessary.

Agencies will notice the spending close amount (balance type 07) on the 62 Appropriation Financial Inquiry Screen on Monday, July 1. In most cases the encumbered basis budget for inquiry year 95, month 13, will be zero. Please also check the 62 Appropriation Financial Inquiry Screen for AY 95 inquiry year 96, current month. If the encumbered basis budget has changed to a negative number, inappropriate activity exists for AY 95 in FY 96.

On Monday, July 1, the Spending Close transactions that occurred during the Friday night batch run will be displayed by agency on the Agency Spending Close Report (DAFR3591).

Please review the News Help Screen on Thursday and Friday for additional information. Contact your report coordinator to obtain access to the Agency Spending Close Report (DAFR3591). Please direct all questions to your OFM liaison.